Approve or Return a Deposit to Draft

To approve or return a deposit to draft, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **View Deposits**. The *View Deposits* page appears.

   > **(!) Application Tip**
   >
   > You can also select **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details. Once the deposit is located, proceed to Step 5.

3. From the **Select Display** drop-down menu, select **My Deposits in Process**.

4. Click the **Voucher Number** of the deposit whose details you want to process.

   > **(!) Application Tip**
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   > Depending on your user role, the **My Deposits in Process** page displays your current. If you only have the **Viewer** role, the **My Deposits in Progress** does not appear.

5. Review the details and click **Return to Draft** or **Submit** to process the deposit awaiting approval.

   If you click **Return to Draft**, the deposit voucher returns to **Draft** status and a Deposit Preparer is able to modify the deposit.

   If you click **Submit**, the deposit is submitted to your Financial Institution. After you click **Submit,** the OTCnet Deposit Ticket displays, followed by the Print dialog box that prompts you to print your deposit ticket. The *Confirmation* page appears confirming that the deposit has been submitted to your Financial Institution. You need to ensure the deposit ticket is printed and included with the items sent to the bank for deposit.

   > **(!) Application Tip**
   >
   > You cannot modify a deposit after it is submitted. Only a Deposit Confirmer from an FI can modify deposits by creating adjustments.

Application Tip

Additional buttons on the page that help you perform other tasks:
- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **Next** to advance to the next page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **View Voucher Event Log** to view the history of the deposit voucher.